

### SBA One Demo March 22, 2016

For audio portion, please call 1-877-369-5243 or 1-617-668-3633 and enter the access code of 0854542#

For Technical Assistance, call AT&T's Help Desk at 1-888-796-6118 or 1-847-562-7015



### SBA One Demo March 22, 2016

Presenters: Coralie Myers, Lisa Lerner, and Pat Johnson



### Acknowledgement

We would like to thank Lisa Lerner, Pat Johnson and Coralie Myers for their time and providing information regarding their experience in lending and working on SBA loans from their perspective.



#### Points to Remember About SBA One

- A Work in Progress
- Give Feedback @ <u>SBA.One@bnymellon.com</u>
- Populates SBA forms
- Replaces Authorization Wizard
- Lenders ultimately responsible





#### **About This Demo**

- General overview of one sample loan.
- Input in advance to provide handouts & screenshots
- Different loans have different screens, depending on variables.



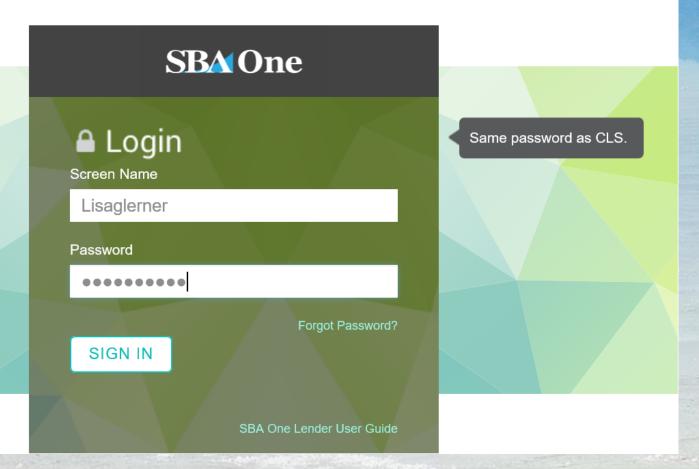


#### Demo Loan Details Skinny Jeans, Inc. (Sub-S) dba Curvy Girls

- Project: Start up Fitness Studio at 1350 Sherman Ave., Coeur d'Alene, ID, targeted to, but not exclusive to women.
- Owner/Guarantor: Tammy S. Jeans, a single woman
- Loan terms: \$150,000, 7yr. Term, Initial Rate 6%, adjusted monthly
   2.50% over WSJ Prime. Guaranty Fee: 0%.
- Use of Proceeds: \$100,000 to purchase machinery & equipment,
   \$10,000 to purchase furniture, & \$40,000 working capital
- Equity injection: \$50,000 for leasehold improvements
- Collateral: 1<sup>st</sup> Security Interest in chattels, (no fixtures or auto).
   Landlord lien waiver & Lease for term of loan required
- Conditions: Life Insurance \$150,000, Hazard Insurance

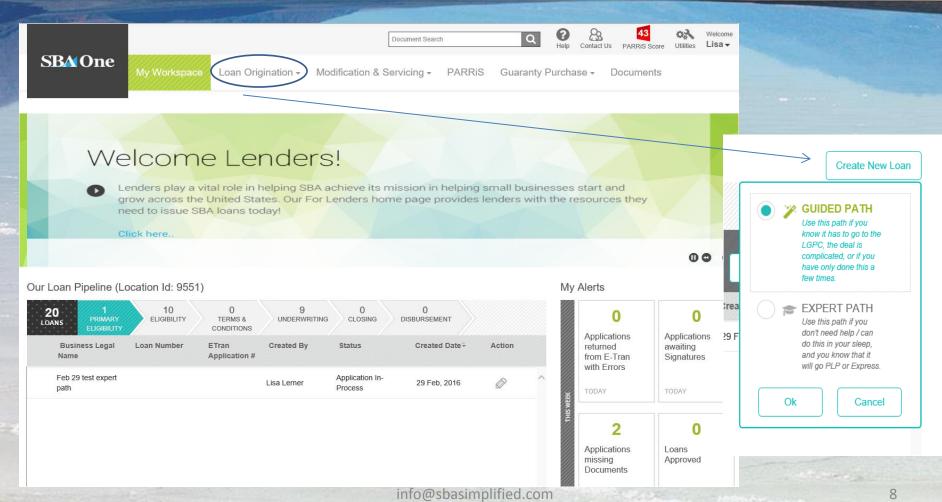


#### Log in to SBA One



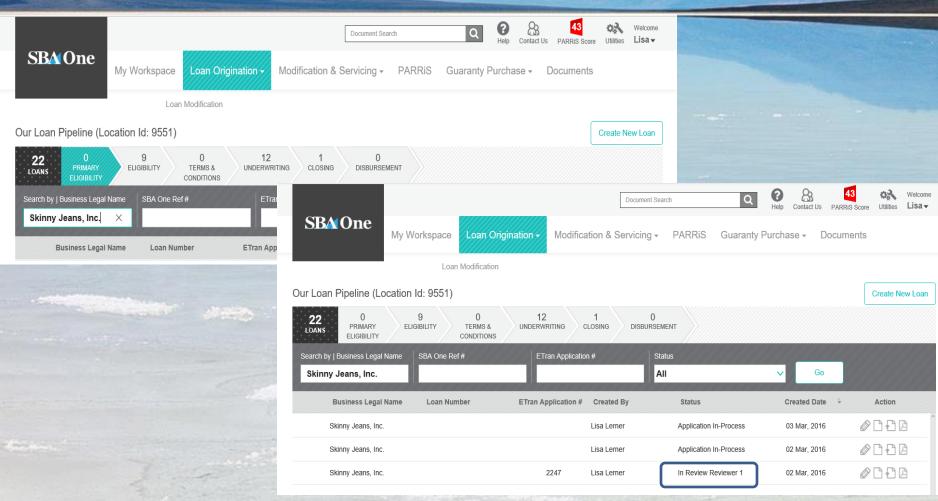


#### Create a New Loan



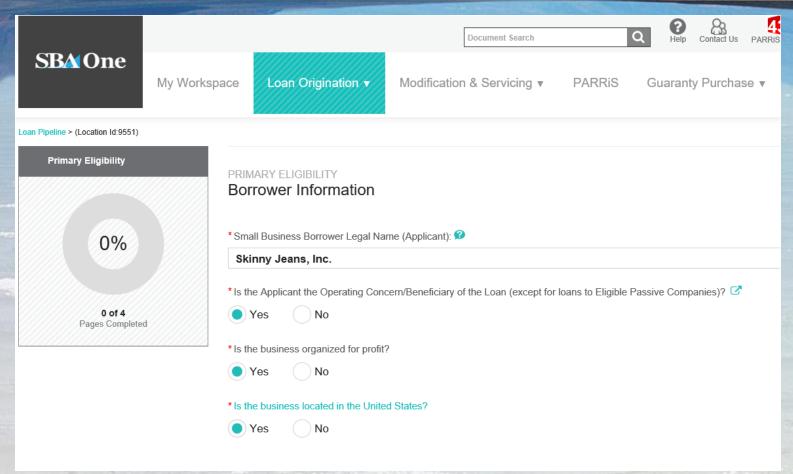


# Resume Working on a Loan



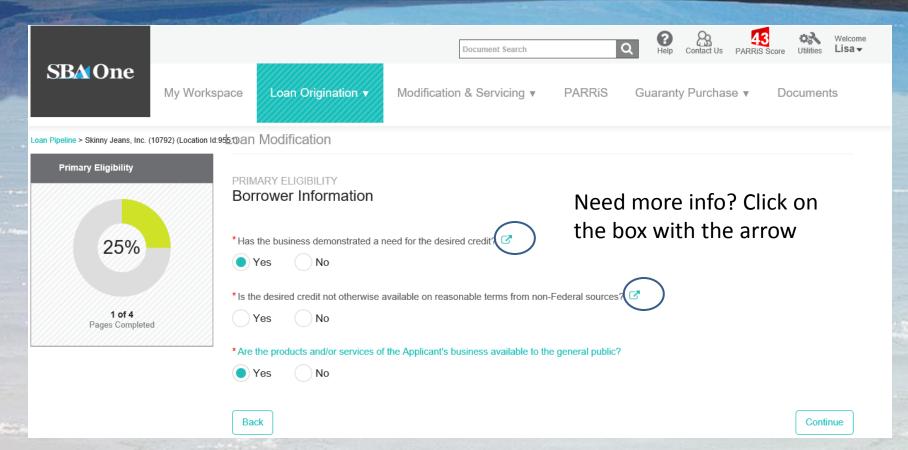


### Primary Eligibility





# Primary Eligibility





# Primary Eligibility

· If you click on

* Is the desired cre	dit not otherwise available on reasonable terms from non-Federal sources? 🗹
Yes	No

You will see this screen:

Acceptable factors are those that demonstrate an identifiable weakness in the credit or exceed policy limits of the lender include, among others :a) The business needs a longer maturity than the lenders policy permits (for example, the business needs a loan that is not on a demand basis); b) The requested loan exceeds either the lenders legal lending limit or policy limit regarding the amount that it can lend to one customer; c) The lenders liquidity depends upon selling the guaranteed portion of the loan on the secondary market; d) The collateral does not meet the lenders policy requirements; e) The lenders policy normally does not allow loans to new businesses or businesses in the applicants industry; and/or f) Any other factors relating to the credit that, in the lenders opinion, cannot be overcome except for the guaranty. These other factors must be specifically documented in the loan file.



# Primary Eligibility Section

PRIMARY ELIGIBILITY Borrower Information
*No Principal is subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction.  Yes  No
*No Principal has been arrested in the past six months for any criminal offense.
Yes No
*No principal, for any criminal offense - other than a minor vehicle violation - is on any form of parole or probation (including probation before judgment).
Yes No
*No principal, for any criminal offense - other than a minor vehicle violation - has ever:
<ol> <li>Been convicted;</li> <li>Plead guilty;</li> <li>Plead nolo contendere;or</li> <li>Been placed on pretrial diversion</li> </ol>
Yes No



# Primary Eligibility Section

PRIMARY ELIGIBILITY Borrower Information	
*Purpose of loan is not to provide or to refinance funds used for payments, distributions, or loans to Associates of the Applicant, or to a Small Business Investment Company   No	
*Loan is for a purpose that will benefit the small business.   Yes No	
*No loan funds will be used to pay delinquent IRS withholding taxes, sales taxes or other funds payable for the benefit of others.   Pres No	
Back	



### Navigating in SBA One

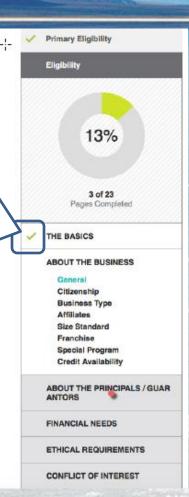
Remember –

If it isn't

checked, the

Section is not

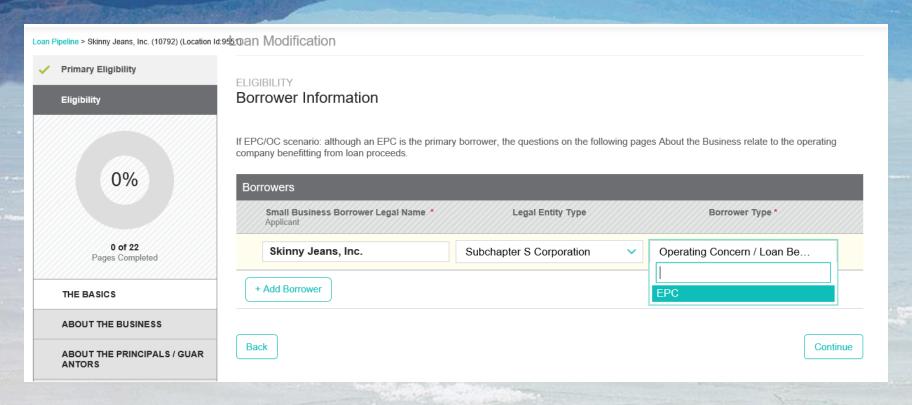
Complete!



#### Sections:

- Primary Eligibility
- Eligibility, About the Business
- Eligibility Principals/Guarantors
- Terms & Conditions
- Lender Contact
- Underwriting
- Credit Analysis
- Collateral
- Insurance
- More when applicable



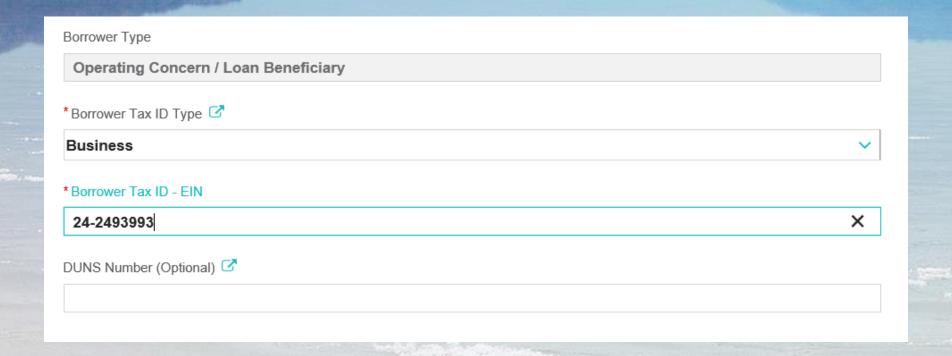


If the Loan is to an EPC, you MUST input the EPC name as the Borrower HERE.

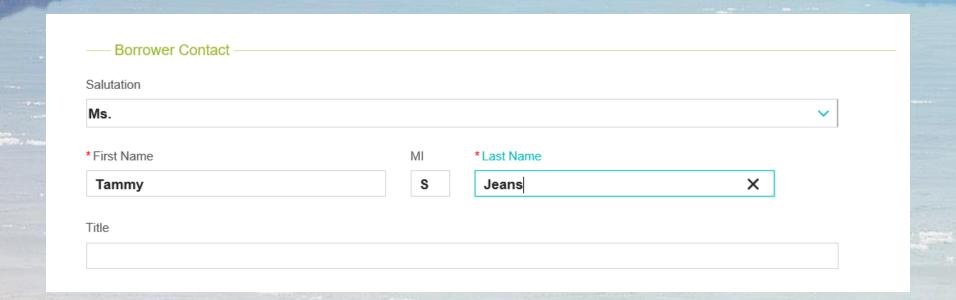


Skinny Jeans, Inc.  rade Name (dba)  Curvy Girls  Is this the Primary Borrower?  No  egal Entity Type  Subchapter S Corporation  orm 1919 is required from: a) all owners of 20% or more of the corporation and each officer and director; b) Any person hired by the business to nanage day-to-day operations, c) Any other person who is guaranteeing the loan, if required by SBA.  Yes No  No	Borrower Information	
Curvy Girls  Is this the Primary Borrower?   Yes No  egal Entity Type  Subchapter S Corporation  orm 1919 is required from: a) all owners of 20% or more of the corporation and each officer and director; b) Any person hired by the business to lanage day-to-day operations, c) Any other person who is guaranteeing the loan, if required by SBA.  oes Lender have in file entity documents for the Borrower or Guarantor:   Yes No  as the Borrower obtained all the necessary Business Licenses/Permits?	Small Business Borrower Legal Name (Applicant): 😥	
Is this the Primary Borrower?  Yes No  egal Entity Type  Subchapter S Corporation  orm 1919 is required from: a) all owners of 20% or more of the corporation and each officer and director; b) Any person hired by the business to lanage day-to-day operations, c) Any other person who is guaranteeing the loan, if required by SBA.  oes Lender have in file entity documents for the Borrower or Guarantor:  Yes No  as the Borrower obtained all the necessary Business Licenses/Permits?	Skinny Jeans, Inc.	
Is this the Primary Borrower?  Yes No  egal Entity Type  Subchapter S Corporation  orm 1919 is required from: a) all owners of 20% or more of the corporation and each officer and director; b) Any person hired by the business to hanage day-to-day operations, c) Any other person who is guaranteeing the loan, if required by SBA.  Oes Lender have in file entity documents for the Borrower or Guarantor:	rade Name (dba) 😰	
Yes No  egal Entity Type  Subchapter S Corporation  orm 1919 is required from: a) all owners of 20% or more of the corporation and each officer and director; b) Any person hired by the business to nanage day-to-day operations, c) Any other person who is guaranteeing the loan, if required by SBA.  oes Lender have in file entity documents for the Borrower or Guarantor:  Yes No  as the Borrower obtained all the necessary Business Licenses/Permits?	Curvy Girls	
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Subchapter S Corporation  orm 1919 is required from: a) all owners of 20% or more of the corporation and each officer and director; b) Any person hired by the business to hanage day-to-day operations, c) Any other person who is guaranteeing the loan, if required by SBA.  oes Lender have in file entity documents for the Borrower or Guarantor:  Yes  No  as the Borrower obtained all the necessary Business Licenses/Permits?	Yes No	
orm 1919 is required from: a) all owners of 20% or more of the corporation and each officer and director; b) Any person hired by the business to nanage day-to-day operations, c) Any other person who is guaranteeing the loan, if required by SBA.  oes Lender have in file entity documents for the Borrower or Guarantor:  Yes  No  as the Borrower obtained all the necessary Business Licenses/Permits?	egal Entity Type	
nanage day-to-day operations, c) Any other person who is guaranteeing the loan, if required by SBA.  oes Lender have in file entity documents for the Borrower or Guarantor:  Yes  No  las the Borrower obtained all the necessary Business Licenses/Permits?	Subchapter S Corporation	
Yes No las the Borrower obtained all the necessary Business Licenses/Permits?	Form 1919 is required from: a) all owners of 20% or more of the corporation and each officer and director; b) Any person hired by the b nanage day-to-day operations, c) Any other person who is guaranteeing the loan, if required by SBA.	usiness to
las the Borrower obtained all the necessary Business Licenses/Permits?	Does Lender have in file entity documents for the Borrower or Guarantor:	
	Yes No	
	Has the Borrower obtained all the necessary Business Licenses/Permits?	









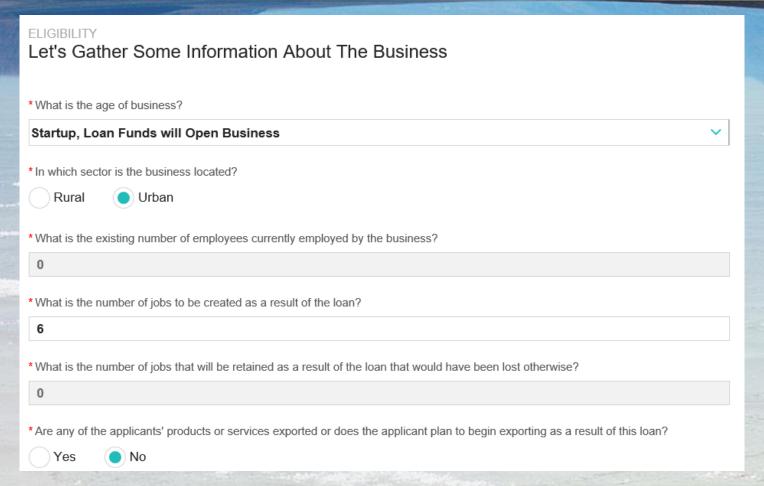


Address Line 1:		
1350 Sherman Avenue		
address Line 2:		
Zip-Code		
83814		
City		
Coeur D Alene		
County		
Kootenai		
State		
daho		
Phone Number 🚱		

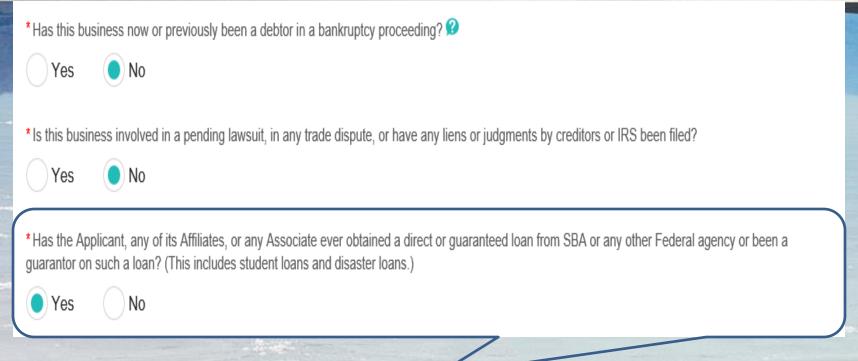


Email: 🚱	
tammy@curvygirls.com	
Confirm Email: 9	
tammy@curvygirls.com	
*Is business location same as borrower's address?	
Yes No	
*Is mailing address same as borrower's address?	
Yes No	









**Note:** If you do not answer this question yes, an SBA loan (active, closed or paid off) cannot be added later. Do not include applications in process here.



* Is this business involved in a pending lawsuit, in any trade dispute, or have any liens or judgments by creditors or IRS been filed?  Yes  No
*Has the Applicant, any of its Affiliates, or any Associate ever obtained a direct or guaranteed loan from SBA or any other Federal agency or been a guarantor on such a loan? (This includes student loans and disaster loans.)
● Yes No
* Is any of the financing currently delinquent?
Yes No
*Did any of this financing ever default and cause a loss to the Government? Prior Loss To The Government
Yes • No  *Even if you intend to complete the loan as a

\*Even if you intend to complete the loan as a PLP, the answers to questions such as delinquent federal debt or lawsuits may result in the system requiring submission to the LGPC.



ELIGIBILITY Let's Gather Some Information About The Business			
*All Outstanding & Approved SBA Loans 🕏			
\$ 0			
* Is the loan request for a Community Advantage Pilot Program loan?			
Yes No			
* Is the business owned 51% or more by a Veteran and/or spouse of a Veteran? Veterans Advantage			
Yes No			
* Is the loan collateralized?			
Yes No			
* Is any real property collateral potentially eligible for/on the National Register of Historic Places?			
Yes No			
* Is the applicant purchasing an existing business (stock or asset purchase)?			
Yes No			



FLIGIBILITY Let's Gather Some Information About The Business \* Are all the Associates of the business either U.S. citizens or non-U.S. citizens whose status has been verified with USCIS or SBA within the last 6 months, or: 1. If the individual reported an offense on SBA Form 912, then verification was obtained even though 6 months had not elapsed, as the offense may put their status at risk; and 2. For non-LPRs, verification was obtained for each loan application, even if 6 months had not elapsed, as their status can be revoked at any time.? Select the one that applies: \* Is the business at least 51 percent owned by individuals who are U.S. citizens and/or who have Lawful Permanent Resident (LPR) status, whose status lender has verified with the USCIS or SBA, AND will control the management and daily operations of the business? OR No \* Is the business at least 51 percent owned by aliens with an alien status other than LPR, which lender has verified with the USCIS or SBA; the lender has determined that continual and consistent management of the business has been provided by a U.S. citizen or by an LPR, whose status lender has verified with the USCIS or SBA, for at least one year and will continue indefinitely; AND collateral within the jurisdiction of the U.S. is pledged that meets the requirements of SOP 50 10. (Businesses less than one year old do not meet these requirements.) Yes



*Did you obtain an external credit score for this business?  Yes No
*Have you checked the CAIVRS system to determine if the business or any of its Associates have outstanding Delinquent Federal Debt?   Yes No
*Has the applicant been identified on CAIVRS as a delinquent debtor?  Yes No
*Has the ownership of the company changed in the last 6 months?   Yes   No



#### **ELIGIBILITY**

#### Let's Gather Some Information About The Business

- \*Applicant is or does one of the following?
  - 1. Primarily engaged in the business of lending
  - 2. A passive business owned by developers or landlords that do not actively use or occupy the assets acquired or improved with the loan proceeds that is not an Eligible Passive Company
  - 3. Bail bond company
  - 4. Life insurance company
  - 5. Located in a foreign country or owned by undocumented (illegal) aliens
  - 6. Pyramid sale distribution plan
  - 7. Any illegal activity
  - 8. Principally engaged in teaching, instructing, counseling or indoctrinating religion or religious beliefs, whether in a religious or secular setting.

    (An Applicant is not ineligible merely because it offers religious books, music, ceremonial items and other religious articles for sale. The lender must consider the overall activities and business environment of the Applicant.)
  - 9. Consumer or marketing cooperative
- 10. Earns 1/3 or more of its gross annual revenue from packaging SBA loans
- 11. Derives directly or indirectly more than 5% of its gross revenue through the sale of products or services, or the presentation of any depiction or displays, of a prurient sexual nature or that presents any live performances of a prurient nature (The lender must consider whether the nature and extent of the sexual component causes it to be prurient.)
- 12. Primarily engaged in political or lobbying activities
- 13. A speculative business (such as oil wildcatting, mining and research & development)

Examples of Ineligible Types of Businesses

Links to detailed page on types of ineligible businesses.







Let's Gather Some Information About The Business
* Is the applicant a pawn shop?
Yes No
* Is the applicant a mortgage service company?
Yes No
* Is the applicant a business that is primarily engaged in subdividing real property into lots and developing it for resale on its own account or in owning or purchasing real estate and leasing it for any purpose?
Yes No
* Is the applicant a motel, recreational vehicle park, campground, marina or similar type of business?
Yes No
* Is any of gross annual revenue of the applicant business derived from gambling?
Yes No

Required by SOP 50-10-5H:

"Fitness centers that target one gender are not ineligible IF they permit both men and

women to join and/or use the facility. Lenders

MUST document the file with the following:



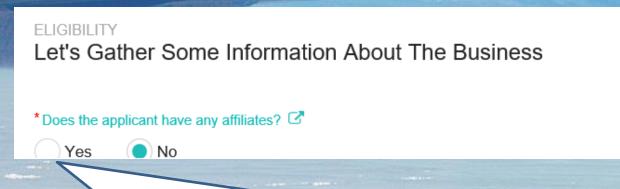
#### Eligibility-About the Business

	1.001		177
-1	111	ш	IIV

#### Let's Gather Some Information About The Business

* Toes the business limit the number of memberships for reasons other	1. Affidavit signed by the Small Business Applicant that both men and women are allowed to join and use the facility; AND
* Is the applicant a government-owned entity?	Evidence that the facility is open to both men and women, such as 2 single-sex bathrooms or locker rooms, brochures/flyers stating that both men and women are welcome, or actual membership demographics.
*Does the applicant appear to be connected, associated or affiliated  Yes  No	with a religious organization or to have a religious component?
*Does the applicant appear to have a business aspect of a prurient s  Yes No	sexual nature? 🗗





If **Affiliates** are checked YES, the program will ask questions regarding which business is the primary business (otherwise grayed out), and will ask for information to determine if the affiliates meet the size standard as well.



**ELIGIBILITY** Let's Gather Some Information About The Business \*Please select the Size Standard to be used: 

\*\*The standard of the standard SBA Size Standard Alternative Size Standard Please enter the size details for all the Applicants, co-borrowers, affiliates and the entities being acquired (as applicable): Standard Size Details Indicate Primary Borrower / NAICS Code \* Primary Industry SBA Size Avg annual Number of Business \* Affiliate / Being Name \* Standard value \* receipts over last employees \* Acquired Name \* 3 completed fiscal years (\$ Thousands) \* Fitness and Skinny Jeans, Inc. 713940 \$0 Recreational Sports \$7.5 MM 0 Centers

Once you enter the NAICS Code, the program looks up the applicable size standard. If you don't know the code, there is a direct link to the NAICS website.



**ELIGIBILITY** 

Let's Gather Some Information About The Business

Does the combined size calculation of applicant, its affiliates and acquired business(es) meet the size standard for the primary industry AND the size standard for the applicant, whichever is higher?



Note that the answer is already filled in, as the program has determined from the previous page that it meets the size standards.

**ELIGIBILITY** 

Let's Gather Some Information About The Business

A finding that the agreement is acceptable under this section means that the agreement does not impose unacceptable control provisions on the Small Business Applicant which would result in affiliation. The fact that the agreement is acceptable does not mean that the Small Business Applicant is eligible; therefore, lender must consider all other size, eligibility and underwriting requirements specific to a respective loan applicant/application in accordance with this SOP 50 10.

 $^{\star}$ Does the applicant business have a franchise/license/dealer/jobber or similar agreement?  $ec{G}$ 







ELIGIBILITY Let's Gather Some Information About The Business
*Is the lender aware if the application was previously submitted to SBA under any SBA program, including SBA Express, Export Express, PLP, CLP, 7(a) Small Loan, Community Advantage or standard 7(a)?
Yes No
*Will the loan be collateralized by commercial property that will not meet SBA's environmental requirements or that will require use of a non-standard indemnification agreement?
Yes No
ELIGIBILITY Let's Gather Some Information About The Business
*Has the applicant paid or committed to pay a fee to a third party to assist in the preparation of the loan application or application materials; or has the applicant or lender paid or committed to pay a referral agent or broker a fee?
Yes No



**ELIGIBILITY** 

#### Let's Gather Some Information About The Business

The lender has assessed the borrower's access to credit outside of this SBA-guaranteed loan and determined that such credit is not available elsewhere on reasonable terms from non-Federal sources; and the lender's loan file contains documentation that specifically identifies the factors in the present financing that meet the Credit Unavailable Elsewhere Test.

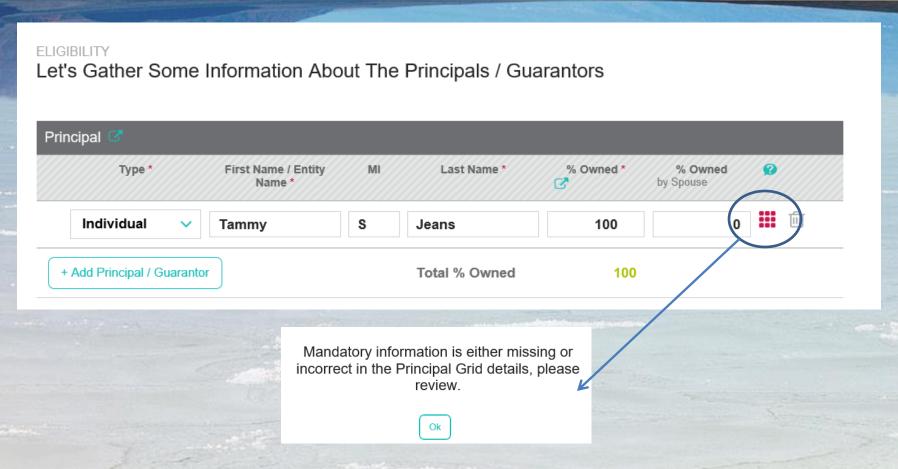
Note: There should be at least another reason besides a) the liquidity of the lender depends upon the guaranteed portion of the loan being sold on the secondary market; or b) the guaranty is to allow the lender to exceed its legal lending limit, in order for the loan to be eligible for SBA's loan guaranty.

boes the lender's inquirity depend upon senting the guaranteed portion of the loan on the secondary market?
Yes No
*Does the requested loan exceed either the lender's legal lending limit or lender's policy regarding the maximum amount that it can lend to one customer?
Yes No
* Does the business need a longer maturity than the lender's policy permits (for example, the business needs a loan that is not on a demand basis)?
Yes No
*Does the collateral not meet the lender's policy requirements?
Yes No
*Does the lender's policy normally not allow loans to new businesses or businesses in the applicant's industry?
Yes No
*Are there any other factors relating to the credit that, in the lender's opinion, cannot be overcome except for the guaranty. These other factors must be specifically documented in the loan file.
Yes No

COMPLETELY
DETAIL the
reasons credit
is not available
elsewhere for
this loan in the
credit memo.



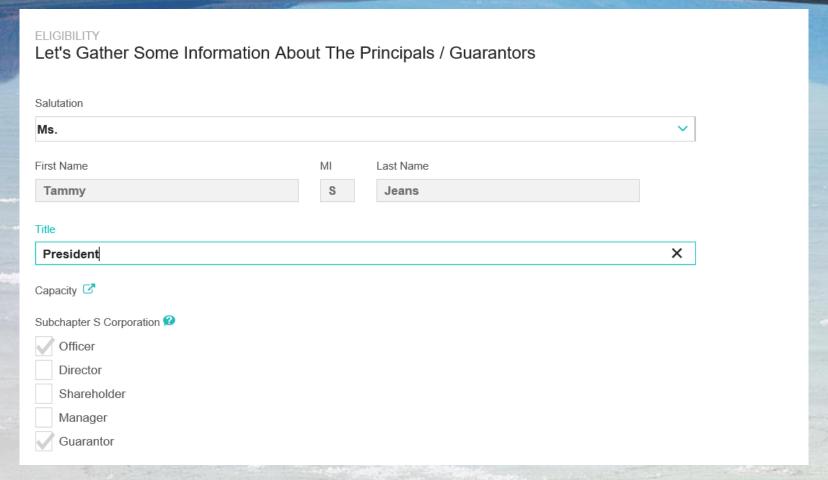
#### Eligibility-About the Principals



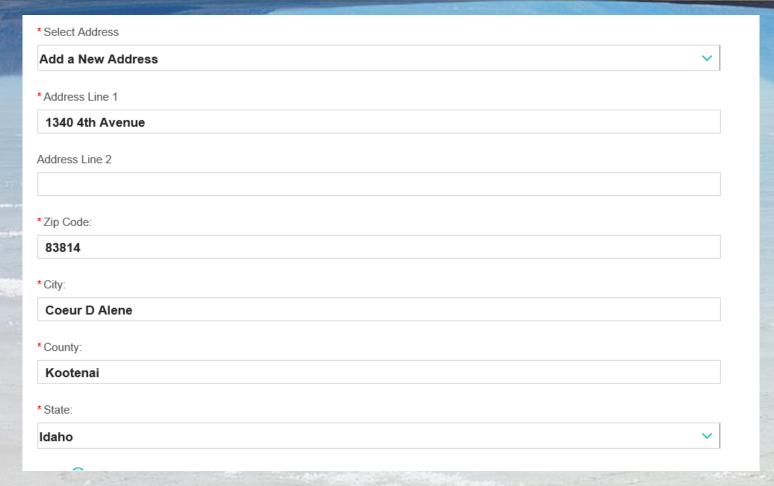


Detail (tammy s jeans)	
* Capacity (Subchapter S Corporation)	Officer Director Shareholder Manager Guarantor
* Form 1919 Required?	Yes No
* Include in E-Tran XML? 😕	Yes No
* SSN	XXX-XX-XXXX
* Is this an Affiliate?	Yes No
	Ok





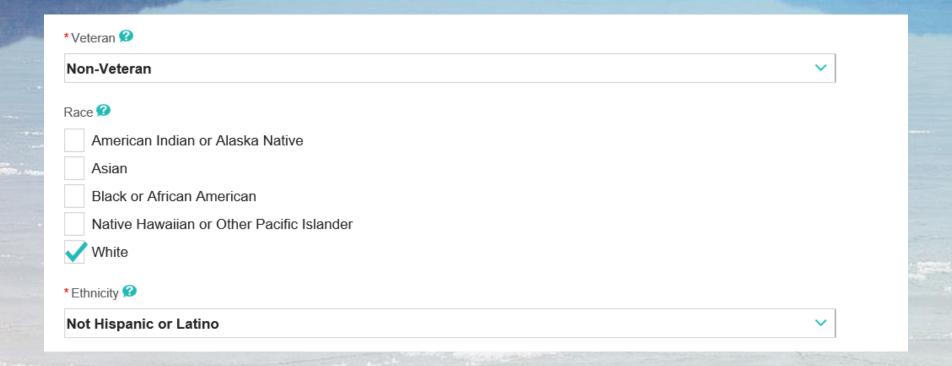




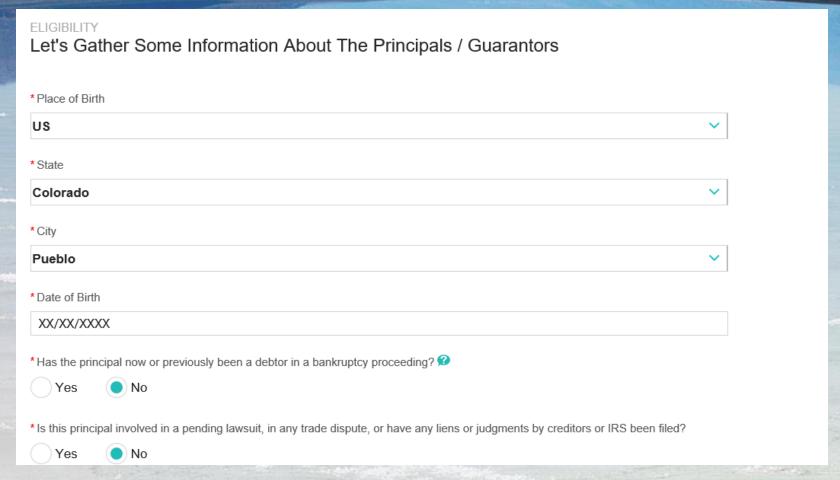


tammy@curv	ygirls.com	
Confirm E-Mail 🗐		
tammy@curv	ygirls.com	
* Individual: SSN		
XXX-XX-XXXX		
* Guaranty Type		
Full		
	No  der) obtain an external credit score for this principal?	
Yes	No	
* Is the Principal a	a US Citizen? 🗹	
Yes	No	
* Gender <table-cell></table-cell>		
Female		











*Is the principal presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction?
Yes No
*Has the principal been arrested in the past six months for any criminal offense?
Yes No
*For any criminal offense - other than a minor vehicle violation - has the principal ever:
<ol> <li>Been convicted;</li> <li>Plead guilty;</li> <li>Plead nolo contendere;</li> <li>Been placed on pretrial diversion; or</li> <li>Been placed on any form of parole or probation (including probation before judgment)?</li> </ol>
Yes No
*Is the Principal OR Guarantor presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency?
Yes No
*Is the Principal more than 60 days delinquent on any obligation to pay child support arising under an administrative order, court order, repayment agreement between the holder and a custodial parent, or repayment agreement between the holder and a state agency providing child support enforcement services?
Yes No
*Has the principal, or any business owned or controlled by the principal or any Associate ever obtained a direct or guaranteed loan from SBA or any other Federal agency or been a guarantor on such a loan? (This includes student loans and disaster loans.)
Yes No



*Have you	checked the CAIVRS system to determine if this principal has outstanding Delinquent Federal Debt?
	incipal been identified on CAIVRS as a delinquent debtor?
Yes	No
	Applicant answers eligibility questions directly, so you have in writing from them.

Rapid Con: If you select, you can go no further on the application until completed by principals.

**ELIGIBILITY RAPID** 

RAPID is a process that allows you to request Principals to submit answers to certain loan application questions to you electronically, via a separate website (not SBA One). If you choose to use this feature, you will not be able to edit this loan until the Principals have responded, or until their time to respond has expired.

RAPID is a good choice for people who are comfortable working with computers and submitting information online. It can speed up the data collection process when dealing with responsive, tech-savvy individuals. All questions will be optional to the Principals, so further follow-ups may be required to collect all Principal-level information. Ultimately, you as the lender are still responsible for confirming the answers they provide.

Do you wish to begin the RAPID process for this loan application?





ELIGIBILITY Financial Needs	
*What is the requested loan amount?	
\$ 150,000	
E-TRAN Credit Score	
239	
The applicant's credit score is acceptable.  Yes  No	
Purchase Of Land And Building Including Construction And Renovations	
Purchase Land only	Amount (\$)
Location Description	Amount (\$)
+ Add Row	0



Purchase Land and Improvements	Amount (\$)
Location Description	Amount (\$)
+ Add Row	0
Purchase Improvements only	Amount (\$)
Location Description	Amount (\$)
+ Add Row	0
Construct a Building 😥	Amount (\$)
Location Description	Amount (\$)



Add an Addition to an Existing Building 😥	Amount (\$)
Location Description	Amount (\$)
+ Add Row	0
ake Renovations to an Existing Building 😰	Amount (\$)
Location Description	Amount (\$)
+ Add Row	0
ay Off Interim Construction Loan 😢	Amount (\$)
Description	Amount (\$)



ay Off Lender's Interim Loan	Amount (\$)
Description	Amount (\$)
+ Add Row	0
easehold Improvements	Amount (\$)
Location Description	Amount (\$)
+ Add Row	0
Machinery & Equipment	
urchase Equipment	Amount (\$)
Exercise Equipment	100,000



rurchase Furniture, Fixtures or Equipment (FFE)	Amount (\$)
Furniture & Fixtures	10,000
+ Add Row	10,000
Working Capital	
Purchase Inventory	Amount (\$)
Description	Amount (\$)
	0
Pay Trade or Accounts Payable	Amount (\$)
Description	Amount (\$)



# Section Title – Only put Inventory here; input W/C later in section

rchase Inventory	Amount (\$)
Description	Amount (\$)
	0
/ Trade or Accounts Payable	Amount (\$)

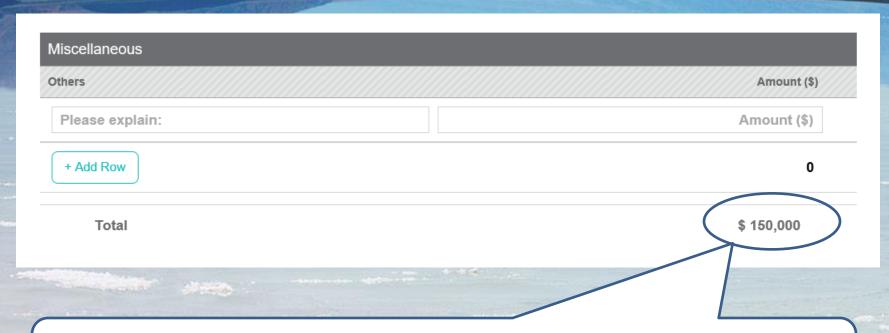


Vorking Capital	Amount (\$)
40,000	40,000
	40,000
Refinancing Of Existing Debt	
ay Notes Payable - not Same Institution Debt	Amount (\$)
Payee Description	Amount (\$)
+ Add Row	0
ay Notes Payable - Same Institution Debt	Amount (\$)
Payee Description	Amount (\$)
+ Add Row	0



tefinance SBA Loan - not Same Institution Debt 🔞	Amount (\$)
SBA Loan Description (include loan number)	Amount (\$)
+ Add Row	0
definance SBA Loan - Same Institution Debt	Amount (\$)
SBA Loan Description (include loan number)	Amount (\$)
+ Add Row	0
Guaranty	
SBA Guaranty Fee 🔞	Amount (\$)
Description	Amount (\$)
	0





Total Use of Proceeds automatically calculated. Must match loan amount entered or will not advance.



# Financial Needs - Eligibility

Working Capital

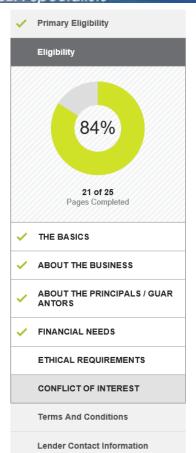
\* Is the loan to provide funds for short-term working capital (or the refinancing of a short-term asset-based working capital loan.)



Only select YES if loan is short-term (less than 1 year, revolving SBA Express, or CAPLine.



## Eligibility – Ethical Requirements



#### ELIGIBILITY

#### **Ethical Requirements**

SBA lenders must act ethically and exhibit good character. (13 CFR §§120.140) Conduct of a lender's Associates and staff will be attributed directly to the lender. Lenders are required to notify SBA immediately upon becoming aware of any unethical behavior by its staff or its Associates. Examples of unethical behavior are found at 13 CFR §120.140.

An Associate of a Lender is i) an officer, director, key employee, or holder of 20 percent or more of the value of the Lender's stock or debt instruments; ii) an agent involved in the loan process; or iii) any entity in which one or more individuals or a Close Relative of any such individual owns or controls at least 20 percent. For purposes of this definition, the time during which an Associate relationship exists commences six months before the date of application for a loan guarantee on behalf of an applicant and continues as long as the loan is outstanding.

\* No Lender, Associate or close relative of Lender has a real or apparent conflict of interest with Applicant, any of Applicant's Associates, or any of the close relatives of Applicant's Associates, or had such interest at any time during the 6 month period prior to the date of the application for guaranty. The prohibition on conflicts of interest shall continue so long as the loan is outstanding.

Yes



SBA reserves the right to deny liability on its guaranty in the event that the borrower defaults if the lender, its Associates, partner or a close relative acquires such an interest at any time during the term of the loan.

\*No Lender or Associate or close relative of an Associate of the lender has a significant direct or indirect financial or other interest in the applicant, or has had such an interest within 6 months prior to the date of the application.



O No

SBA reserves the right to deny liability on its guaranty in the event that the borrower defaults if the lender, its Associates, partner or a close relative acquires such an interest at any time during the term of the loan.

\*No Associate of a Lender is incarcerated, on parole, or on probation or is a convicted felon or has an adverse final civil judgment (in a case involving fraud, breach of trust, or other conduct) that would cause the public to question the Lender's business integrity.



Yes



**ELIGIBILITY** 

### Eligibility – Ethical Requirements

### 



# Eligibility-Conflict of Interest

Conflict Of Interest
*No SBA employee, or the household member of an SBA employee, is a sole proprietor, partner, officer, director, or stockholder with a 10 percent or more interest, of the Applicant.
Yes No
*No former SBA employee, who has been separated from SBA for less than one year prior to the request for financial assistance, is an employee, owner, partner, attorney, agent, owner of stock, officer, director, creditor or debtor of the Applicant.
Yes No
*No member of Congress, or an appointed official or employee of the legislative or judicial branch of the Federal Government, is a sole proprietor, general partner, officer, director, or stockholder with a 10 percent or more interest, or household member of such individual, of the Applicant.
Yes No



# Eligibility-Conflict of Interest

#### **ELIGIBILITY**

#### Conflict Of Interest

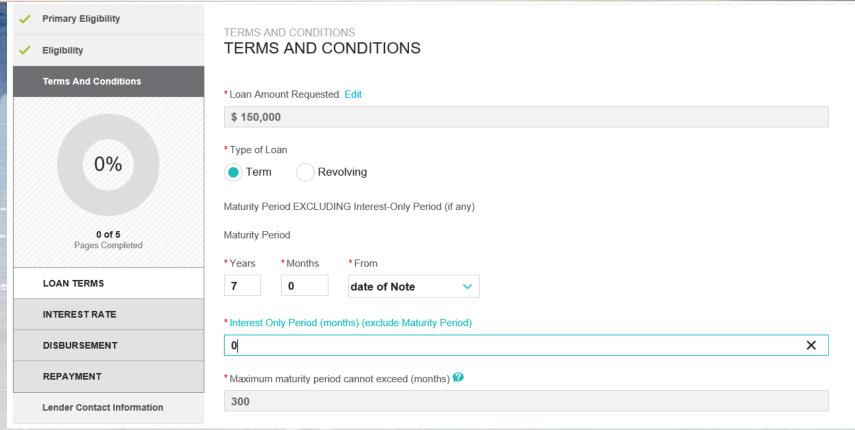
*No Government employee having a grade of at least GS-13 or high	her is a sole proprietor, general partner, officer, director, or stockholder with a 10
percent or more interest, or a household member of such individual,	of the Applicant.

( Yes	( ) No

\* No member or employee of a Small Business Advisory Council or a SCORE volunteer is a sole proprietor, general partner, officer, director, or stockholder with a 10 percent or more interest, or a household member of such individual, of the Applicant.

Yes	( ) No	
, 103	( ) ! * '	



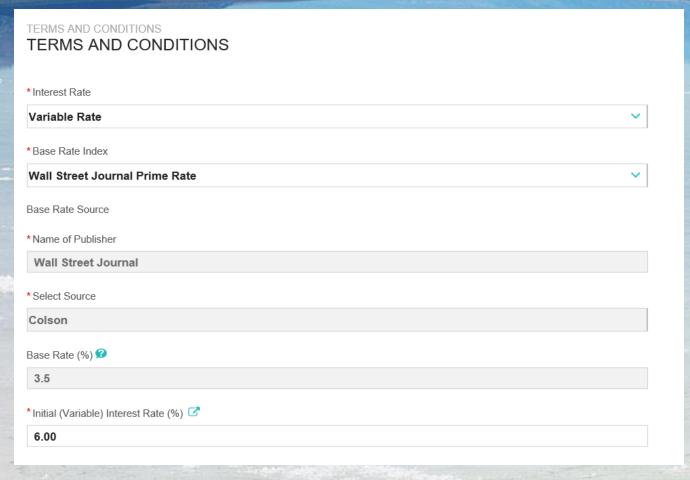




# Terms & Conditions & Program Selection

* Select a Loan Program Type:	
7a Small Loan - Delegated	~
* Underwriting By	
<ul><li>Lender</li><li>SBA</li></ul>	
* Program Max Loan Amount <table-cell></table-cell>	
\$ 350,000	
* Guaranty % 🚱	
85	
Credit Score	
239	
* Guaranty Amount (\$)	
\$ 127,500	
*Guaranty Fee (\$)	For Guaranty Fee Estimator, go to:
\$ 2,550	sbasimplified.com/resources/forms/





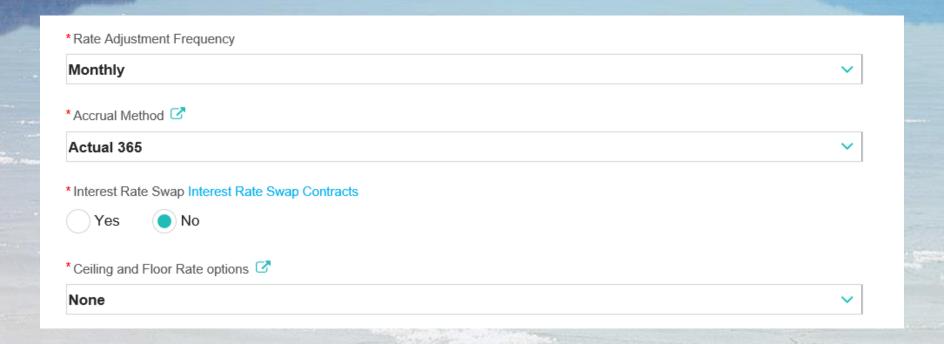


*Initial (Variable) Interest Rate (%)	
6.00	

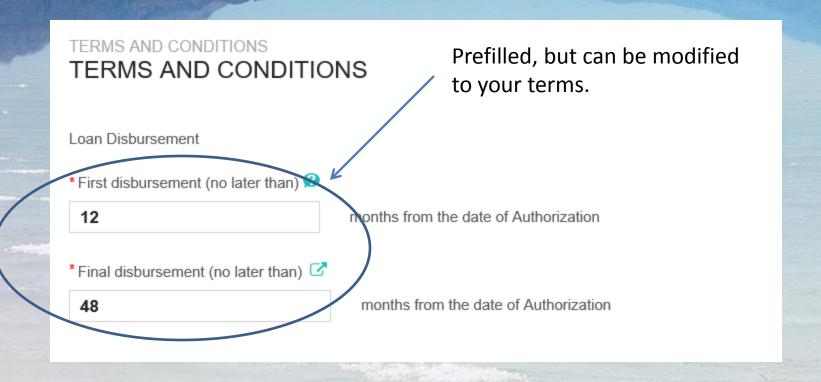
Once you input the initial rate, the program computes the spread.

Maximum allowed variable interest rate %	:		
6.25			
*Spread (%)			
2.50			
Maximum Allowable Spread (%)			
2.75			

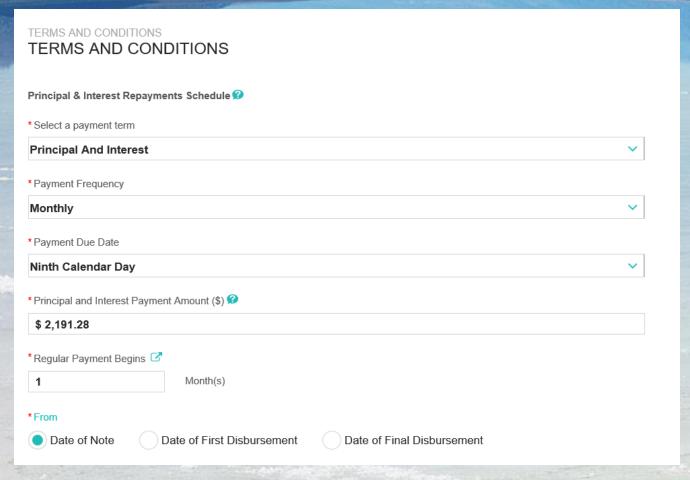




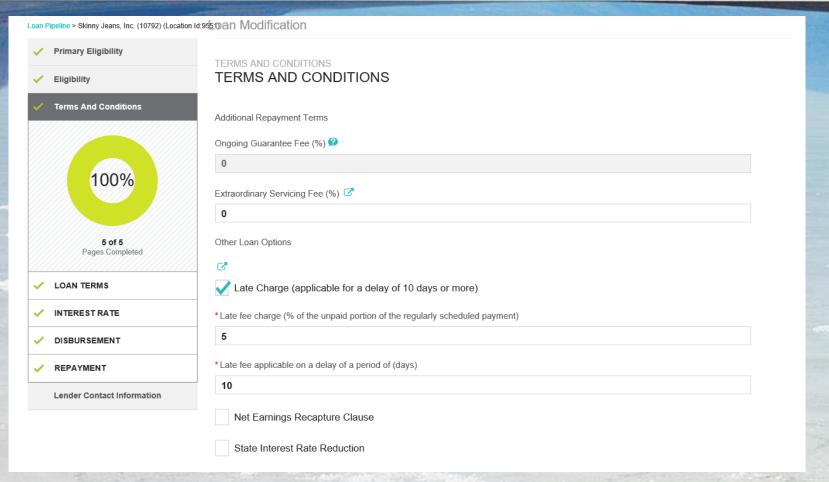






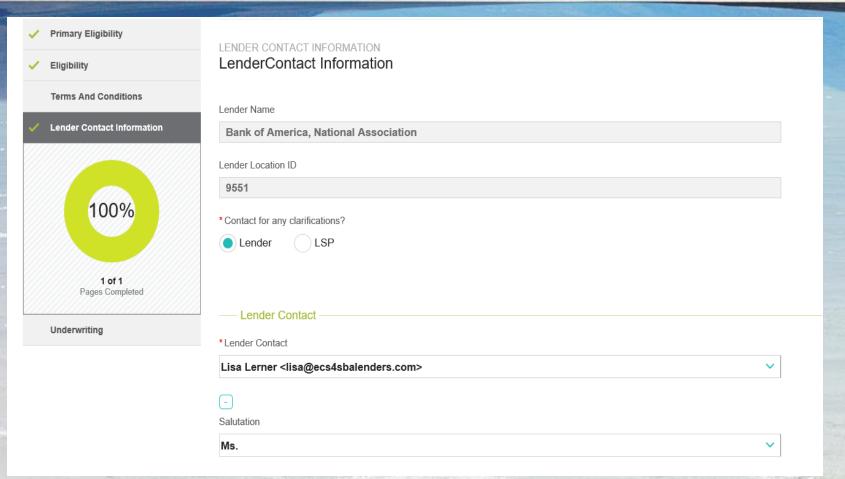








#### Lender Contact Information



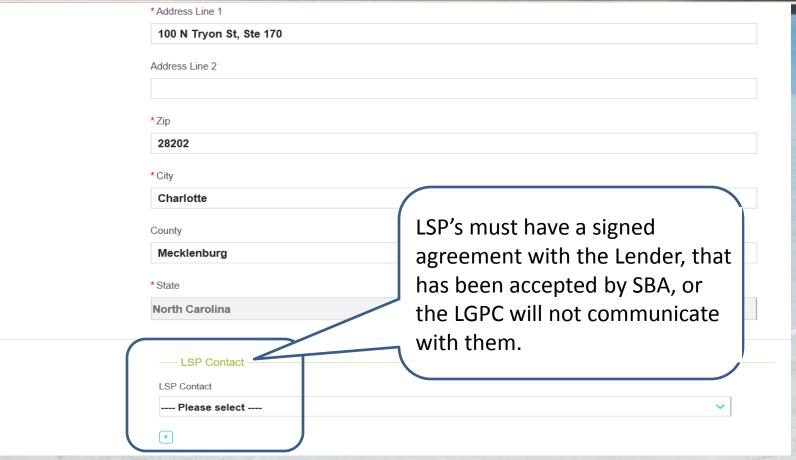


# More on lender contact page

*First Name
Lisa
MI
G
*Last Name
Lerner
*Title
Loan Officer
*Phone Number
(602) 555-5656
Phone Ext
*Fax
(602) 555-5657
*Email
lisa@ecs4sbalenders.com
Confirm Email
lisa@ecs4sbalenders.com

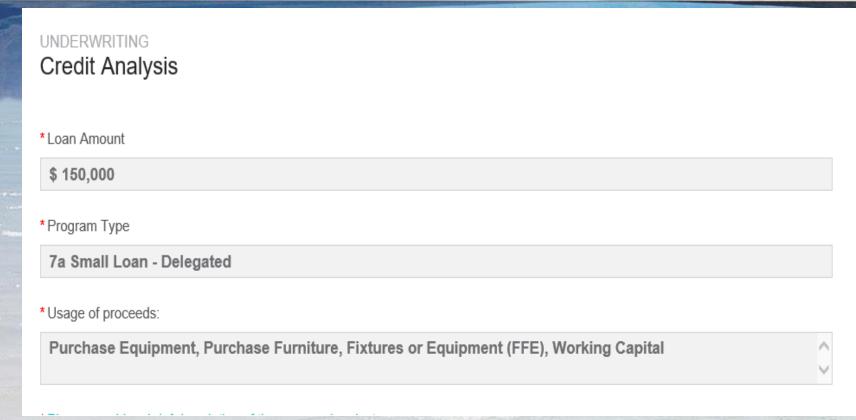


#### Lender Contact Information





# Underwriting-Credit Analysis





# Underwriting-Credit Analysis

Please provide a brief description of the proposed project.

Make leasehold improvements at 1350 Sherman Ave. Coeur d'Alene, ID to open a new fitness club for women in Coeur d'Alene, ID.

\*Please provide a brief description and summary of the business.

Tammy decided to open a club targeted for women because many of her female clients requested it, and has researched feasibility of opening a new facility with the local SBDC. She is aware that the facility must be open to men and is signing an affidavit to that effect, and that evidence that the facility is open to both men and women must be provided.

\*Please discuss the Length of time the business has been under its current management and the depth of management experience in the industry and/or a related industry.

Tammy has 7 years experience working in fitness clubs as a personal trainer, and previously owned a successful gift shop with 3 employees for 5 years. Management is considered adequate.

Please provide the brief description of management team:

Tammy's sister Jennifer Jones is a CPA, and will be handling the financial portion of the business.

 Please comment on Lender's analysis of Owners/Guarantors, including personal financial statements, consistent with lender's similarly-sized non-SBA guaranteed commercial loans.

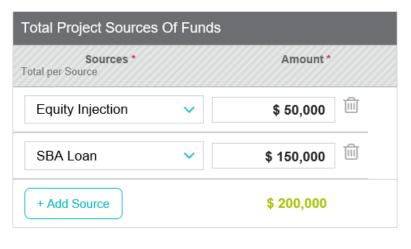
Tammy is single, and owns her home, but does not have much equity in it. She is putting \$50,000 from her savings into the business, but other than personal property and a car, does not have any other assets that can be pledged.



# Underwriting-Credit Analysis

\* Please comment on reconciliation of applicant's financial data (or seller's if business acquisition) against income tax data (received in response to IRS Form 4506-T, Request for Transcript of Tax Return) and explain any significant differences. IRS Tax Verification

IRS 4506T was submitted on the principal and transcripts were received on 2/10/2016. No discrepancies were noted.



Total Project Uses Of Funds		
Uses * Total per Category	Amount*	
Tenant/Leasehol ∨	\$ 50,000	
Acquisition of Ma 🗸	\$ 100,000	
Purchase Furnitu ∨	\$ 10,000 ×	
Working Capital V	\$ 40,000	
+ Add Use	\$ 200,000	



# Underwriting-Credit Analysis

s the Lender requiring an equit	y injection on this loan?	3		
jection Details: 😢				
njections				
Type of Injection *	Owner Type *	Owner? Name *	Injection Amount *	Sourdescription of How Funds will be Used of Injection / Description *
Cash-Personal V	Principals/ V	<u> </u>	\$ 50,000	'ay for leasehold improvements
+ Add Injection			\$ 50,000	



# Underwriting-Credit Analysis

UNDERWRITING Credit Analysi	s
*Are there any other le	oans on Standby?
Yes No	D .
* Are the Borrower's ecommercial loans?	quity and Pro Forma Debt/Worth acceptable based on its policies and procedures for its similarly-sized, non-SBA guaranteed
Yes No	0
*Have you created a [	Debt Schedule showing the company's debts on what secures them?Debt Schedule
Yes No	0
*Please comment on	the Debt Schedule, particularly as it applies to any debt refinancing. 🌮
Company will ha	ve no other debt other than the SBA loan.
*Has the lender confir	rmed that none of the Lender's employees or agents have been debarred by accessing the SAM website?
Please indicate your fi	inancial statement reporting requirements and loan covenants for this loan:
*Borrower (or Operati	ng Company, if EPC) must furnish
Compiled	~
year-end statements t	o Lender within [number of days, default is 120] days of fiscal end.
* Number of days	
120	



# Underwriting-Credit Analysis

Fix	ed Asset Limitation
00	cation Limitation
Lim	nitation on Compensation
\//ri	ite your own

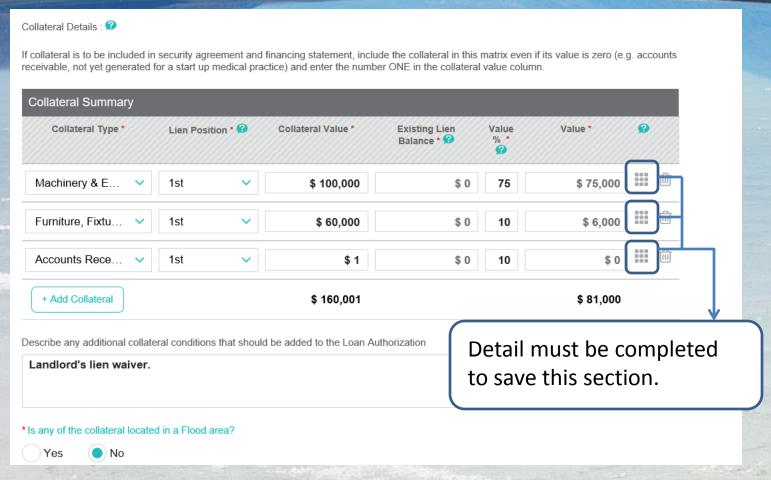


# Underwriting-Collateral

UNDERWRITING  Collateral	
Oolidoral	
*Loan Amount	
\$ 150,000	
*Program Type	
7a Small Loan - Delegated	
*Usage of proceeds:	
Purchase Equipment, Purchase Furniture, Fixtures or Equipment (FFE), Working Capital	^
*Is lender securing a First Security Interest in all assets being purchased with loan proceeds?   No  *Is the lender securing best available lien on all other business fixed assets?	
Yes No	
● Yes No *Is lender requiring the same assets as security as it would if the loan was not guaranteed by SBA?  ● Yes No	
*Is lender requiring the same assets as security as it would if the loan was not guaranteed by SBA?	
*Is lender requiring the same assets as security as it would if the loan was not guaranteed by SBA?   No	^

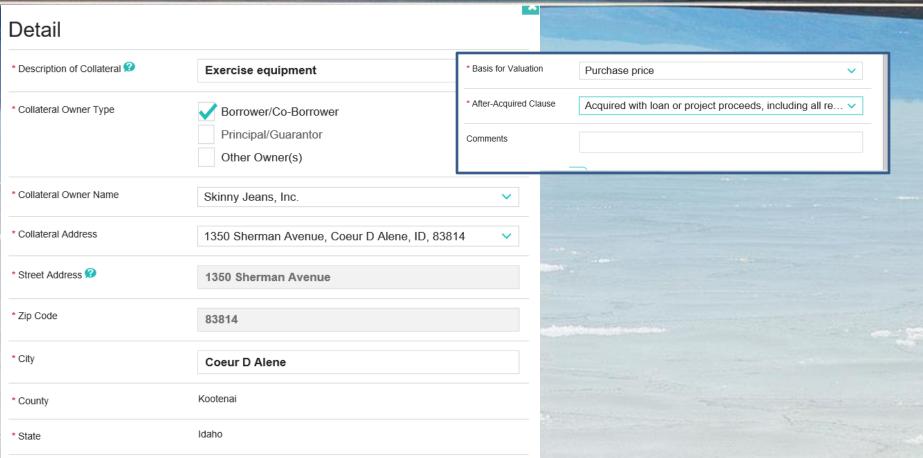


### Collateral Details



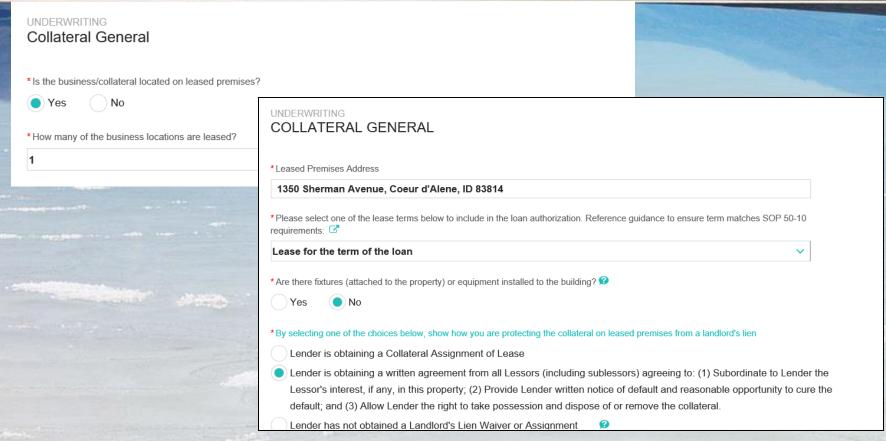


## Collateral Detail





# Underwriting-Collateral





## Insurance

Insurance Insurance							
*Program Type							
7a Small Loan - Delegated							
*Has Lender followed its internal policy for similarly sized non-SBA guaranteed loans concerning securing life insurance?							
Yes No							
Collateral Type Selected:							
- PERSONAL PROPERTY							
Machinery & Equipment (new)							
Furniture, Fixtures & Leasehold Improvement/Tenant Improvements							
Accounts Receivable							
Hazard Insurance will be required for this loan.							
Select Other Insurance Types(as applicable)							
✓ Life Insurance   ✓							
Flood Insurance							
Others							
Lender must include any other insurance appropriate to the loan, including but not limited to the above list. Please provide reason(s) for non-selection of any Insurance Type that will normally be applicable.							



## Hazard Insurance

Insurance Hazard Insurance
*Is there any collateral (Real Estate & Personal Property) where the required Hazard insurance will not be obtained?
Yes No
Additional Coverage
Collateral Type :
PERSONAL PROPERTY
*Please select one:
Coverage is in the amount of the full replacement cost.
Coverage is for the maximum insurable value (full replacement cost insurance is not available)
Coverage as defined in lender's policies, if different.
*Insurance coverage contains a LENDER LOSS PAYABLE CLAUSE (or substantial equivalent) in favor of the lender.
Yes No
Additional Details



## Life Insurance

nsurance _ife Insurance		
Please provide the details of the insurance in the table belo	w	
Life Insurance		
Insured Individual Name *		Insured Amount (\$) *
Tammy S. Jeans		\$ 200,000
+ Add Insurance		
Back		Continue
Dack		Continue



## When Input is Complete

You have reached the end of the loan details. Please review the left pane now - If any loan section from Primary Eligibility to Insurance does not have a green check mark, please review and complete that section now.

If all of the sections are complete, go to the Documents tab at the upper right of the screen. Once there, you must select the loan where you may generate, review and send the documents for signature. You may also add any documents that may be missing (using the Edit & Upload icon).

Finally, you may also review the Draft Loan Authorization (tab 3) to make sure that the terms of the loan are what you had anticipated.

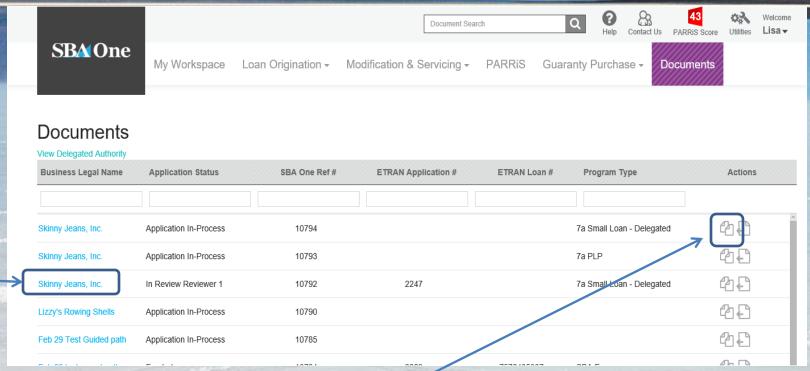
Once you have the documents signed, please select "Validate E-Tran and view E-TRAN response". Once validated (there are no E-TRAN errors), you may select "Submit to E-Tran". E-Tran's response will be almost immediate and you can view the approval via E-TRAN response. You will be able to proceed to Closing once the loan is approved and an E-Tran loan number is posted.

Review Loan

View Documents



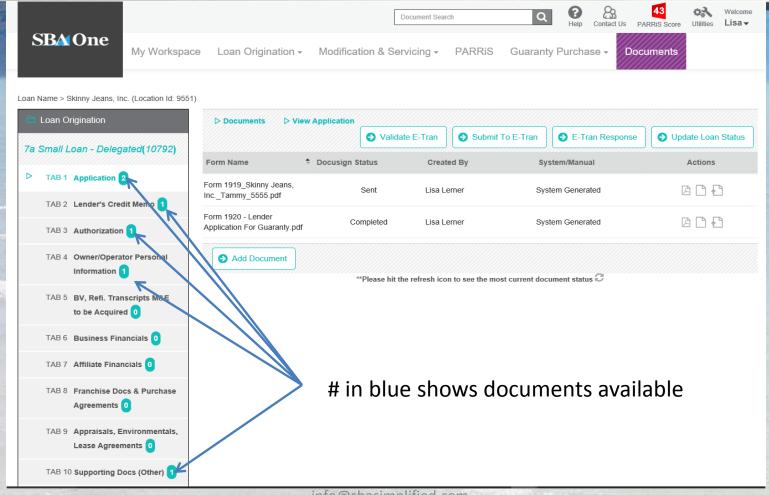
# How to get documents



- If you select the "2 pages icon", the program will make a copy of the loan.
- Icon with arrow moves a loan.
- Select the NAME in blue.

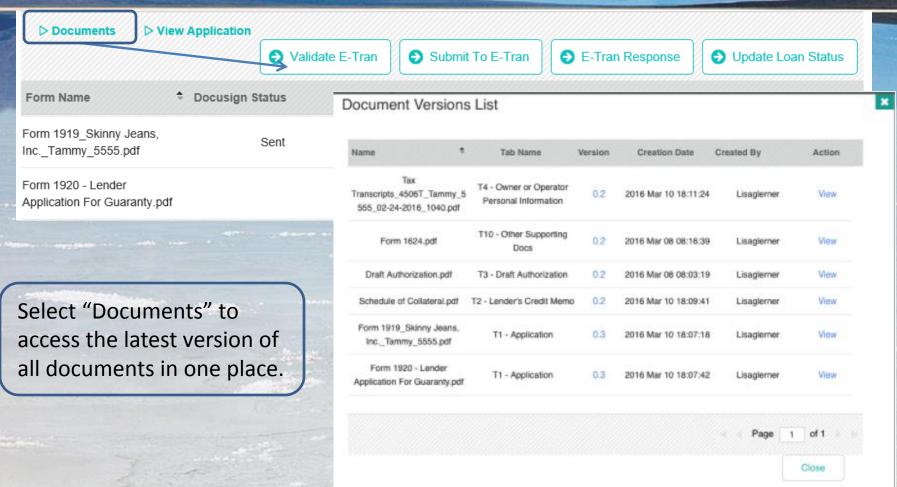


# Getting Documents



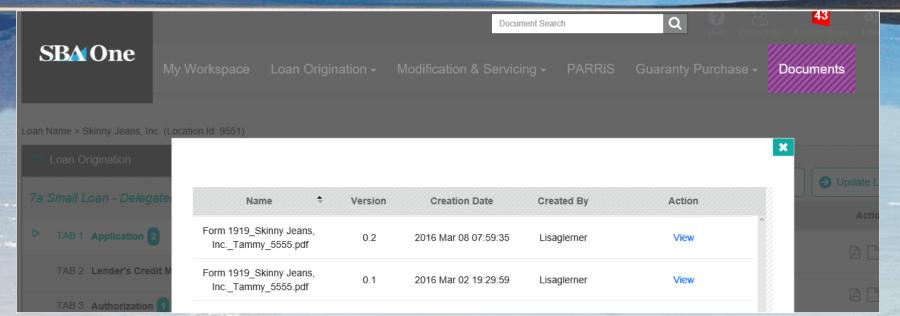


# Getting Documents





## Viewing Documents



Generation of the document has been initiated.Please click on refresh icon after sometime to check the status.

Ok





### SBA 1919



OMB Control No.: 3245-0348

Expiration Date: 04/17/2017

#### BORROWER INFORMATION FORM

For use with all 7(a) Programs

The purpose of this form is to collect identifying information about the applicant, loan request, indebtedness, information about the principals, information about current or previous government financing, and certain other disclosures. The information also facilitates background check as authorized by Section 7(a)(1)(B) of the Small Business Act, 15 U.S.C. 636 (a)(1)(B). This form is to be completed by the Small Business Applicant and submitted to an SBA Participating Lender.

#### To be completed by the following:

(With the exception of guarantors, all parties listed below are considered "Associates" of the small business applicant.)

- For a sole proprietorship, the sole proprietor;
- For a partnership, all general partners and all limited partners owning 20% or more of the
- For a corporation, all owners of 20% or more of the corporation and each officer and director
- For limited liability companies (LLCs), all members owning 20% or more of the company, each officer, director, and managing member;
- $\bullet$  Any person hired by the business to manage day-to-day operations; and
- Any other person who is guaranteeing the loan, if required by SBA.

For clarification regarding any of the questions. you should contact the SBA Participating Lender that will be processing the loan request.

NAME OF BUSINESS APPLYING FOR LOAN ("APPLICANT"): Skinny Jeans, Inc.
YOUR NAME: Tammy S Jeans
TITLE: President

SOCIAL SECURITY NUMBER: 312-52-5555 DATE OF BIRTH: 02/17/1975

PLACE OF BIRTH (City & State or Foreign Country): Pueblo Colorado

Veteran\*\* l=Non-Veteran; 2=Veteran-Other; 3=Service-Disabled Veteran; 4=Not Disclosed.

Gender\*\* M=Male; F=Female; N=Not Disclosed

Race\*\* l=American Indian or Alaska Native; 2=Asian; 3=Black or African-American; 4=Native Hawaiian or Pacific Islander; 5=White; X=Not Disclosed

Ethnicity\*\* H=Hispanic or Latino; N=Not Hispanic or Latino; Y=Not Disclosed

List proprietors, partners, officers, directors, all holders of outstanding stock. 100% of ownership must be shown. Use separate sheet if necessary, Pleaze reference the above codes to complete this table for each owner of the applicant business. More than one

 $^{\pm\pm}$  The gender/race/ethnicity/veteran data is collected for program reporting purposes only. Disclosure is voluntary and has no bearing on the credit decision.

#### ALL QUESTIONS MUST BE ANSWERED AND ARE SUBJECT TO VERIFICATION BY SBA

- (2) Have you been arrested in the past six months for any criminal offense? ...... Yes
- (3) For any criminal offense other than a minor vehicle violation have you ever: 1) been convicted; 2) plead guilty; 3) plead nolo contenders; 4) been placed on pretrail diversion; or 5) been placed on any form of parole or probation (including probation before judgment)?
- (4) Has an application for the loan you are applying for now ever been submitted to SBA or to a



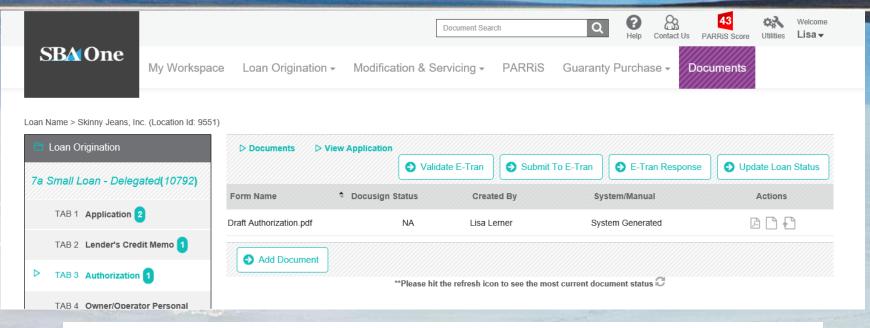
## SBA 1920

Check to make sure it matches what you wanted before you submit to E-Tran!

925 09	3 Control No.: 3245-0348 piration Date: 04/17/2017								
LENDER'S APPLICATION FOR GUARANTY FOR ALL 7(a) PROGRAMS									
The purpose of this form is to collect identifying information regarding the lender, loan terms, use of proceeds, and other information such as the number of jobs created or retained, as well as eligibility information regarding the applicant and use of proceeds.									
This entire form is to be completed, signed and dated by the Lender prior to submission of the loan request to SBA. Non- delegated leaders must submit this form electronically to the LGPC either by email to 7aloanprogram@bba.gov or through the website at									
http://www.sba.gov/aboutsba/sbaprograms/elending/lgpc/index.html. Delegated lenders complete the form and									
retain it in the loan file.    SBA Express (Revolving: Yes   No   Export Express (Revolving: Yes   No   ) X 7(a) Small Loan -   Standard 7(a)   CLP   Community Advantage   PLP   IT   EWCP									
CAPLines: Yes No If yes, Seasonal Builders Contract Working Capital									
Small Business Borrower Name: Skinny Jeans, Inc.									
Sole Proprietorship   Partnership   X   Corporation   LLC	Other								
Trade Name (dba): Curvy Girls (if no trade name, enter "?	NA")								
Borrower Contact: Mr. X Ms. First Tammy MI S Last Jeans									
Borrower Street: 1350 Sherman Avenue									
Borrower City: Coeur D Alene Borrower County: Kootena									
Borrower State, Zip Code: Idaho 83814 Borrower Phone #: 2085555	5555								
Borrower Tax ID #: 242493993 (if available)									
Owners SS #: 312525555									
Lender Name; Bank of America, National Association Lender ID #: 9551									
Lender Contact: Mr. X Ms. First Lisa MI G Last Lemer									
Lender Contact Phone #: 6025555656 Lender Contact Email: lisa@ecs4sbale	nders.com								
Lender Address: 100 N Tryon St, Ste 170, Charlotte, Mecklenburg, NC, 28202									
Loan Amount:\$         \$150,000.00         SBA Guaranty %         85         Loan Term in # of Months:	84								
Interest Rate:									
*in effect on the first business day of the mouth as identified in a national financial newspaper or SBA pub **Only SBA Express, Export Express, and FWCP loans may have a base rate other than the three allowable	le base rates.								
Exporter? Yes No X If yes, amount in export sales applicant has projected loan will support \$.									
X New Business (2 years or less) Existing Business (more than 2 years old) Change of Owne	rship***								
SBA Form 1920 (Revised 4/14) 1	-								
SYSTEM GENERATED									



### **Draft Authorization**



Name 💠	Version	Creation Date	Created By	Action	
Draft Authorization.pdf	0.2	2016 Mar 08 08:03:19	Lisaglerner	View	^
Draft Authorization.pdf	0.1	2016 Mar 02 19:59:08	Lisaglerner	View	

Note: Every time you view a document it creates a new version. Use the most recent.



### **Draft Authorization**



U.S. Small Business Administration

#### AUTHORIZATION

(SBA GUARANTEED LOAN)

SBA Loan #	
SBA Loan Name	Curvy Girls
Approval Date	

Lender:

Bank of America, National Association 100 N Tryon St, Ste 170 Charlotte, NC 28202 U. S. Small Business Administration (SBA): Small Business Administration 409 3rd St. SW Washington DC 20416

SBA approves, under Section 7(a) of the Small Business Act as amended, Lender's application, received, for SBA to guarantee 85% of a loan ("Loan") in the amount of \$150.000.00 to assist:

#### Borrower:

1 Skinny Jeans, Inc. Curvy Girls 1350 Sherman Avenue Coeur D Alene, ID 83814

All requirements in the Authorization which refer to Borrower also apply to any Co-Borrower.

#### A. THE GUARANTEE FEE IS

Lender must pay the guarantee fee within 90 days of the approval date of this Authorization. Failure to timely pay the guarantee fee will result in cancellation of the SBA guarantee. The 90-day deadline may not be extended. Lenders are required to make their payments electronically. Payment can be made at <a href="https://www.pay.gov">www.pay.gov</a> or by ACH if they enrolled with the SBA. No part of the guarantee fee is refundable if Lender has made any disbursement. Lender may collect this fee from Borrower after initial disbursement of Loan, except when an escrow closing is used, Lender may not collect the fee until all Loan funds have been disbursed to the Borrower from the escrow account. Borrower may use Loan proceeds to reimburse Lender for the guarantee fee.

For loans of \$150,000 or less, Lender may retain 25% of any required guarantee fee but must remit the remainder to SBA.

No guarantee fee on this one since only \$150,000.



## Authorization-Use of Proceeds

#### F. USE OF PROCEEDS

- 1. \$ 100,000.00 to purchase equipment.
- 2. \$ 10,000,00 to purchase fixtures
- \$ 40,000.00 for working capital.

All amounts listed above are approximate. Lender may not disburse Loan proceeds solely to pay the guarantee fee. Lender may disburse to Borrower, as working capital only, funds not spent for the listed purposes as long as those funds do not exceed 10% of the specific purpose authorized or \$50,000.00, whichever is less. An Eligible Passive Company may not receive working capital funds or funds to be used for the purchase of other assets, including intangible assets, for the Operating Company's use.

The loan must be made for a sound business purpose and must benefit the small business, and one 7(a) loan may not be split into two 7(a) loans merely to benefit the Lender. 13 CFR 120.120 and 120.130(e).

Lender must document that Borrower used the loan proceeds for the purposes stated in this Authorization. When closing a '7a Small Loan,' Lender must use the same closing and disbursement documentation as it uses for its similarly-sized non-SBA guaranteed commercial loans.

#### G. COLLATERAL CONDITIONS

Lender must obtain a lien on 100% of the interests in the following collateral and properly perfect all lien positions.

The following language must appear in Lender's Guarantee when Lender uses its own Guarantee.

"When SBA is the holder, this Note and this Guarantee will be interpreted and enforced under federal law, including SBA regulations. Lender or SBA may use state or local procedures for filing papers, recording documents, giving notice, foreclosing liens, and other purposes. By using such procedures, SBA does not waive any federal immunity from state or local control, penalty, tax or liability. As to this Guarantee, Guarantor may not claim or assert against SBA any local or state law to deny any obligation, defeat any claim of SBA, or preempt federal law."

- First perfected security interest, <u>subject to no other liens</u> in the following personal property (including any proceeds and products), <u>Whether now owned or later acquired</u>, wherever located owned by Skinny Jeans, Inc. Accounts Receivable
- First perfected security interest, subject to no other liens in the following personal property (including any
  proceeds and products), Acquired with loan or project proceeds, including all replacements and substitutions,
  wherever located owned by Skinny Jeans. Inc.

Machinery & Equipment (new), Furniture, Fixtures & Leasehold Improvement/Tenant Improvements

Note change from 2011 Wizard – Lender can now make changes up to \$50,000 without further documentation.



## SBA Authorization

- Authority to Conduct Business Evidence that Borrower and Operating Company have an Employer
   Identification Number and all insurance, licenses, permits and other approvals necessary to lawfully operate the business.
  - Flood Hazard Determination A completed Standard Flood Hazard Determination (FEMA Form 81-93).
  - Lease— Current lease(s) on all business premises where collateral is located at 1350 Sherman Avenue, Coeur d'Alene, ID 83814 with term, including options, at least as long as the term of the Loan.

#### Injection

Lender must obtain evidence that prior to disbursement:

1 Cash Injection- At least \$50,000.00 by way of Cash-Personal has been injected into the business as equity capital. This cash is for Leasehold improvements.

Information entered into the Program shows up in the authorization.



## Draft Authorization in Word



U.S. Small Business Administration

#### AUTHORIZATION

(SBA GUARANTEED LOAN)

SBA Loan #	
SBA Loan Name	CHIVY CHIS
Approval Date	

Lender:

Bank of America, National Association 100 N Tryon St, Ste 170 Charlotte, NC 28202 U. S. Small Business Administration (SBA): Small Business Administration 409 3rd St. SW Washington DC 20416

SBA approves, under Section 7(a) of the Small Business Act as amended, Lender's application, received, for SBA to guarantee 85% of a loan ("Loan") in the amount of \$150,000.00 to assist:

#### Borrower:

1 Skinny Jeans, Inc.
Curvy Girls
1350 Sherman Avenue
Coeur D Alene, ID 83814



# If Going to the LGPC

- Lender must upload ALL documents and financial statements according to the normal 10-Tab Format
- Use naming convention noted on SBA website.
- Upload your internal credit memo under Tab 2.





### Schedule of Collateral

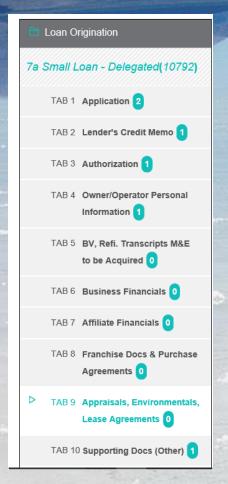
- Tab 2 Lender Credit Memo contains only the Schedule of Collateral at this time. Credit memo pending.
- Good idea to check to make sure it matches your internal credit memo.

### Schedule of Collateral

Collateral Type	Collateral Description	Collateral Owner Name	Lien Position	Collateral Values	Existing Lien Balance(s)	Existing Lien Holder Name(s)	Value %	Value
Machinery & Equipment (new)	Exercise equipment	Skinny Jeans, Inc.	1st	\$100,000.00	0		75	\$75,000.00
Furniture, Fixtures & Leasehold Improvement/Tenant Improvements	Leasehold Improvements, furniture, office equipment	Skinny Jeans, Inc.	1st	\$60,000.00	0		10	\$6,000.00
Accounts Receivable	Accounts Receivable	Skinny Jeans, Inc.	1st	\$1.00	0		10	\$0.00



## Completing the Tabs



• Tab 4 – Wants to know what returns are being requested and the dates so it can prepare an IRS 4506T if desired.

Tax Form Number :	1040
Tax Period 1 :	12/31/2015 🛗
Tax Period 2 :	12/31/2014 🏥
Tax Period 3 :	12/31/2013 🏥
Tax Period 4 :	
	Submit



## IRS 4506T – System Generated

Form 4506(Rev. September 2015)
Department of the Treasury
Internal Revenue Service

Request for Transcript of Tax Return

- Do not sign this form unless all applicable lines have been completed.
- Request may be rejected if the form is incomplete or illegible.
   For more information about Form 4506-T, visitwww.irs.gov/form4506t.

OMB No. 1545-1872

Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946. If you need a copy of your return, us&orm 4506, Request for Copy of Tax Return. There is a fee to get a copy of your return.

1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
Tammy S Jeans	312525555
2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number or individual taxpayer identification number if joint tax return

- 3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)
- 4 Previous address shown on the last return filed if different from line 3 (see instructions)
- 5 If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number.

Caution: If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 through 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS discloses your tax transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

- 6 Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ► 1040
- a Return Transcript, which includes most of the line Items of a tax return as flied with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1056, Form 1120-I, Form 1120-I, Form 1120-I, and Form 1120-S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days.
- b Account Transcript, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days
- Record of Account, which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days
- Verification of Nonfiling, which is proof from the IRS that you did not file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days
- 8 Form W-2, Form 1099 series, Form 1098 series, or Form 5-498 series transcript. The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2011, filed in 2012, will likely not be available from the IRS until 2013. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 10 business days.

Caution: If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

9 Year or period requested. Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.

| 12 / 31 / 2015 | 12 / 31 / 2014 | 12 / 31 / 2013 | / /

Caution: Do not sign this form unless all applicable lines have been completed

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, I percent or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. Note: For transcripts being sent to a third party, this form must be received within 12d by of the signature date.

☐ Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T. See instructions.

Phone number of taxpayer on line 1a

info@sbasimplified.com

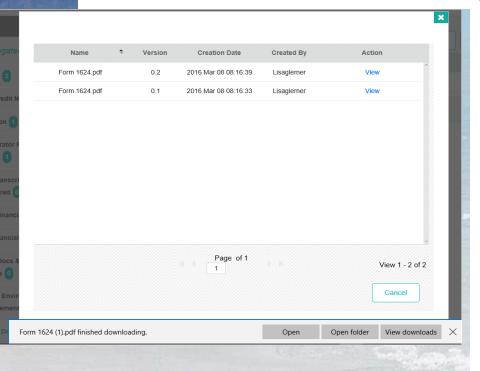
- Can be sent to DocuSign for customer electronic signature and edited before sending to IRS.
- •Need to add Lender information to return information to, and previous addresses, if any.

Туре	Name	Email	Access Code	How to communicate
Principal			355583	via Email In Persor



# SBA 1624-System Generated

Tab 10 – SBA 1624 prepared for signature



Certification Regarding  Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions	
This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension CFR Part 145. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-192 Copies of the regulations may be obtained by contacting the person to which this proposal is submitted.	
(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)	
(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for disbarment, declared ineligible, or volun excluded from participation in this transaction by any Federal department or agency.	tarily
(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.	
Business Name Skinny Jeans, Inc.	
Date By Name and Title of Authorized Representative	
Signature of Authorized Representative	



### Final Authorization

- SBA One sends an email with Authorization number when approved.
- Print final authorization and have signed.
- The Lender is still responsible for preparing the Borrower's Certification & inserting applicable paragraphs. (example: Credit Cards all used for business.)
- After approval, you have the option of printing what you put into the system before moving on to the Closing Section.



### SBA One – Known Issues

- The Debt Schedule is required for all loans.
- Simple to copy a loan, but no way yet to delete it. The only way to tell the difference is the Control #.
- Some loans submitted as PLP are going to the LGPC for review.
- Must enter \$1 or more on collateral in table: (E-Tran will not accept a zero value.)
- Some links not working (e.g. Guaranty Fee Estimator)
- Use of Proceeds in E-Tran doesn't always match input.
- Lease answers are not being retained.



### Remember – SBA One is

- A Work in Progress –Contact <u>sba.one@bnymellon.com</u> if you find errors.
- A timesaving tool;
- Not a substitute for the SOP
- Input in SBA One populates the authorization and other documentation.
- Collateral ALL Collateral must be input into the table to appear in the loan authorization



## Questions?

### **How to Reach Us:**

E-Mail: info@sbaSimplified.com



Main Phone: (509) 863-7246



SBA Simplified members direct phone #'s:

• Pat Johnson: (509) 413-2494

• Lisa Lerner: (602) 684-5521

• Coralie Myers: (509) 863-7246



## **Contact Information**

### **SBA WV District Office**

- Rick Haney, Lender Relations Specialist
   304.623.7449 or Richard. Haney@sba.gov
- Leo Lopez, Lender Relations Specialist
   304.347.5220 or Leopoldo.Lopez@sba.gov

Or contact the Lender Relations Specialist from your local SBA District Office.